

# Pinal County Library District Newsletter

July/August 2000

## *Director's Column*

News about the Gates Grants should be arriving soon, in mid-July. While everyone waits to hear about the disposition of each grant, plans are in place to offer assistance with the purchase of furniture on which to place all those shiny new Gates PCs. The smaller libraries have been concerned about the lack of furniture, and the lack of funds to purchase it.

We have set aside funds that each library can use to purchase furniture of their choice. The municipal libraries may elect to receive a check, while the libraries in unincorporated communities can consult with this office, and we will place the order. Each library may use up to \$850 toward the purchase of computer carrels, tables, or seating for the Gates PCs. The larger libraries may use the funds to augment already planned purchases, as the case may be. By October or November we should have a better feel for how the project is rolling out, and can place orders accordingly.

The County Librarians meeting was held on June 23 in Scottsdale, in conjunction with the Arizona Association of Counties (AACO) mid-year meeting. There were

several topics of interest to us all. Staff members with the Arizona State Library discussed some upcoming projects and workshops.

First, the 2001 Arizona Reads program, "The Edge of Adventure" will start earlier so that libraries can formulate plans before summer reading campaigns begin. Next, a workshop is planned in October 2000, on leadership. The presenters will be Shannon & Schreiber Associates. They are excellent motivational trainers, frequent presenters at national conferences, and lead the Snowbird Leadership Institute in Utah each year. Another topic of interest was the project to acquire Aerial transmission software, which will provide instant access to government documents and legal information in the State Library collection. The software sends an exact facsimile of a requested document.

Carla Stoffle, Dean of Libraries at the University of Arizona and Acting Director of SIRLS was on hand to report on recent events and developments at the Library School. The new director will be Brooke Sheldon. They have received two years accreditation, COA will revisit in Autumn 2001. They are working on offering extension classes, hiring new staff, and developing an online newsletter, which will be available on the SIRLS site.

### SGIA

The application forms for State Grants-in-Aid are approaching completion. The Library Extension Division expects to send out the construction application forms in early autumn, perhaps by September.

County Librarians must sign off for any building project within their respective county. This is designed to keep all county librarians informed of possible new construction projects.

### LSTA

The next round of LSTA grant applications will be sent out in October 2000. We have been considering at least two possibilities for grant projects here at the district office. It is time to think about replacing some of the aging PCs on the network. We will concentrate on replacing aging staff workstations. In addition, we are planning on submitting an application to continue the McFarland project.

Now is the time to begin thinking of possible projects! If you have burning needs and issues, please let me know. Ideas, possibilities and suggestions are welcome!

*Denise Keller, Director*

## Reference & Outreach Services

The Pinal County Library District will use its "Children in Poverty" grant funds to establish a traveling collection of Children's programming materials which can be checked out to public libraries throughout the county. Included in the collection will be a full-sized, standing flannel/magnetic board with a big book easel, a standing puppet theatre, and many different book/puppet kits. This will enable those libraries that cannot afford to individually purchase these types of materials the ability to borrow them from our library in order to provide quality children's programming in their communities. I hope to be able to build on this collection in the future with more purchased materials, as well as pre-planned thematic packets of storytime/programming ideas. I will send out a memo when these materials are received and available.

I am currently providing a Reference Workshop to the staff of the Coolidge Public Library, and will be moving on to the Florence Community Library in the month of June. The workshop lasts from 9-15 weeks, depending upon the scheduling constraints of the library. I tailor the program to each library's print collection, but Internet resources are covered heavily as well. I will be available

at other libraries after I am done with Florence; please call to set up times if you are interested in this workshop for your library.

I am currently about halfway through the creation of our Union List of Periodicals for Pinal County PALS libraries. If you have not sent your subscription list to me, including how long you retain each title, please do so as soon as possible. Thanks!

*Linda Shaw  
Reference/Outreach Services*

## Cataloging Corner

*What is a MaRC record?*

### Machine Readable Cataloging

When most of us think of a MaRC record we normally assume a bibliographic record. However, MaRC is a format and many different records can be put into that format. In our libraries the MaRC format is used to carry information about published titles from one computer to another and to make the information searchable by a machine.

The bibliographic record contains information about a specific title. A "title" is abstract, not a physical thing. Information in a bib record commonly includes titles, names, subjects, isbn, notes, publisher, copyright and information about the physical description of a publication run. This information

can be for books, serials, computer files, maps, music, visual materials, and mixed material, etc. An OPAC (online public access catalog) normally assigns a B number to each bib record. Look for the Bxxxxxxx number in the record to identify a bibliographic record.

The item record is information to help you and the patron find the individual copy of the book held by your library. The publisher may have produced thousands of copies of the book. The item record is for your copy of the book and includes call numbers and location codes to help you find it on the shelf. An OPAC normally assigns an I number to each item record. Look for the Ixxxxxxx number in the record to identify an item record. There can be many item records attached to a bib record - one for every copy in each library using that shared computer catalog. Other item records attached to the same bib record tell you which other libraries hold a copy. Each item record is assigned to one physical item by the barcode in the record and on the item. A barcode in an item record indicates that someone has looked at the physical item and verified that it is a copy of the material identified by that bib record. Be sure not to disturb another library's item records. Each item record can have only one barcode.

All this information is carried in "fields." Each field has a number; for instance the author field is always #100, the title is always #245. Many OPAC systems also

number the lines of the record so you may see something like:

15 100 Seuss |bDr.  
16 245 Green eggs and ham.

This means that line 15 in this record is the author field, field 100; and line 16 is the title field, field 245. The line numbers may be different in other records but the field numbers will always be the same.

If you are looking at a record and see a field you don't understand you can find descriptions of the MaRC fields at:

<http://lcweb.loc.gov/marc/bibliographic/ecbdhome.html>

*Ellen Fallon  
Technical Services*

## ***Computers & Technology***

The Pinal County Library District Office is offering a **Computer Literacy Course** to library staff members on an as-needed basis. This is an INFORMAL and BASIC computer familiarity course designed to increase the novice PC user's level of confidence. The suggested course curriculum outlined on the following page is flexible and can be tailored to the needs of the user. All training will be accomplished at your site by Frank McCue, the District Library PC Technician. As this is an informal introductory course, no certificate will be awarded upon completion.

### ***(Suggested library staff topics for the novice PC user)***

#### **Computer Basics**

This is a brief description of the most common parts that make up the PC.

- Internal devices: Hard drives, floppy drives, CD-ROM drives.
- Peripherals: Monitors, keyboards, the mouse, printers & other stuff.
- Power on & off: The *RIGHT* way to power up and down the PC.
- UPS's & Surge Protection: What are they and why do we need them.

#### **Introduction to Windows**

A quick tour of some popular features.

- Desktop: Icons, toolbars and all those other little thing-a-mabobs.
- Programs: How to access; using Notepad or Wordpad; opening multiple programs at once.
- Explorer: Working with the file system; copying, moving, and deleting files.
- Printing: Selecting the printer & working with print queues.
- Customizing: Mouse, desktop, display, screen savers, etc.
- Tools: Scandisk, Cleanup, Defrag

#### **Introduction to using the Internet**

Some basics to get you going.

- The Connection: Dialup vs. LAN.
- Browsers: Internet Explorer, Netscape.
- URL's: What are they, types, IP addresses.

-Search Engines: What are they & how are they used.

-Favorites/Bookmarks: How to set up & edit them.

-Printing Web Pages: Defining what to print.

-Hotmail: What is it & how to use it.

-Filters: What are they & where are they.

#### **Utility applications used on some Library PC's**

Things that get in your way.

-Fortres: What's it for & how to enable/disable it.

-Cyber Patrol: What's it for & how to enable/disable it.

-Norton Antivirus: What's it for, why do we need it & how to do a "Live Update" & virus scan.

#### **Instructional Method**

Designed as an informal "Hands On" course in a one on one, one on two scenario:

**Course length:** Variable to needs, average 2 – 4 hours.

**Equipment Requirements:** One PC with Windows 95 or 98, internet & print capability.

**To schedule a training session at your site:** Call Frank at the Pinal County Library District at (520) 868-6458.

## ***News Around the County***

**APACHE JUNCTION:**

This year's Summer Reading Program will begin May 22 and end July 29, 2000.

**"READ YOUR WAY to the BALLPARK!"** is the theme for young readers and listeners. Yes, it is Bank One Ballpark we are talking about!

**"BOOK YOUR TICKET to the MOVIES"** is the theme for young adults. This summer, read for movie tickets and book gift certificates!

Special Events will take place on Tuesdays as follows :

May 22 and on - **Registration for Summer Reading Program** during regular library hours. Wear an article of clothing that is sports related (this could be a uniform or a tee shirt, hat etc.) and pick up a surprise.

May 30 - **Aces Clown Band:** 1:00 & 2:15 p.m. Come join us for a lively performance by five clowns. There will be music, magic and clowning around!

June 6 - **"Harry Potter" party** with Richard Rossner, 1:00 & 2:15 p.m. Come hear "Harry Potter" as it is meant to be read! There will be a guessing contest and other activities.

June 13 - **Magical Michael Steele**, 1:00 & 2:30 p.m. This is a return visit by popular request! Magical Michael will perform illusions, juggling, yo-yo tricks and a little of "Name That Tune". The

1 p.m. performance will be geared toward children 4 - 8 years. The 2:30 performance will be more for those aged 9 and older.

June 20 - **Reptile Adventures with Rich Ihle**, 1:00 & 2:30 p.m. Another popular returnee! Rich will bring many live reptiles with him to illustrate his very interesting presentation. All you ever wanted to know about reptiles and more!

June 27 - **Stan Tang, professional cartoonist**, 1:00 & 2:30 p.m. Like to draw? Come and improve your skills in illustrating and cartooning with a pro! Both programs are geared for people of second and third grade and older. Paper and pencils will be provided by the library.

July 11 - **Laura Ingalls Wilder Day**, 9:30 - 12:00 & 1:00 - 3:30. Come and experience part of a typical day from "Little House on the Prairie". Registration will be required for this program only. Registration will begin June 28 at the Youth Services desk. 480-474-8568

Watch for more information about Young Adult programs in the library and in the local newspapers.

**Drop-in Storytimes** will be held on Wednesdays from 10:00 to 10:30 a.m. from May 24th through June 28th. No registration required. Children ages 2 and older are welcome.

Movies will be shown on Thursdays in the library program room at 1:30 p.m. Movies will be shown May 25th through July 27th.

Teens - join the Library Team! Once again we need lots of help from students entering 7th grade and older to assist with the Summer Reading Program. Applications are available. Come in and apply now! Applications are due in the Youth Services Department by Saturday, May 13, at noon. Interviews will be scheduled when applications are turned in.

**Red Cross Babysitting Workshop:** The Friends of the Library will once again sponsor this 2 day workshop on June 1st and 2nd. A certified Red Cross instructor will present the program. The course is designed for students 11 to 15 years of age. A birth certificate is required to register. In this course you will learn how to perform rescue breathing and first aid for choking. You will understand the roles and responsibilities of a baby-sitter. You will learn how to interview for a job; react in the case of an emergency or sudden illness; play with children of different ages; select safe and appropriate toys; supervise children; prevent accidents; diaper and dress infants; feed babies and prepare simple meals for children; and perform first aid. You will receive a certificate upon course completion. The \$35.00 fee is due upon registration at the Friends of the Library Book Nook, located just

inside the library doors.

### **ARIZONA CITY:**

On the 2nd Monday of every month we are offering a **Genealogy Class** at 7:00.

May 9 will be our last **GED class**, which we've held on Tuesday and Thursday evenings since last fall.

Our Children's Services volunteer, Georgi Fillman, attended the Mother Read program in Phoenix for 4 days. She has also volunteered to be in charge of our **Summer Reading Program**, which will be held in July. This year we are teaming up with the Arizona City Home Owners Association for the summer program, which will be held on Mondays and Wednesdays at the Arizona City Community Center.

By mid-May we should have a Web page for our library, but as of this writing we don't have the address.

### **COOLIDGE:**

#### **Summer Reading Program Coming Soon!**

The Arizona Reads Program is back again this summer at the Coolidge Public Library. This year, our theme is **READ: FROM SEA TO SHINING SEA**. Kids ages 0-14 are invited to join the library staff in a whole new adventure revolving around America's cultural diversity. Enjoy a summer filled with crafts, games, puzzles, performers, movies,

stories, and more! Registration begins May 8th. Program will run June 3rd with a performance by **Puppet Pizzazz** and end June 30th with a party at the city pool. For more information call the library at 723-9559.

### **Computer and Internet Usage**

The Coolidge Public Library offers in-library access to electronic information services and networks as part of its mission to meet the informational, educational and recreational needs of the greater Coolidge area. In order to encourage the responsible use of these resources by our patrons, the library has established an Acceptable Use Policy and Agreement. Prior to using these resources, patrons must sign this agreement stating they have read and understand and will abide by the provision and conditions of the Acceptable Use Policy.

### **FLORENCE:**

**Storytime** is now available for children 0-2 on Tuesday mornings from 9:30 - 10:00 a.m. We still provide Storytime for those between the ages of 3-6 on Tuesdays from 10:15 - 10:45 a.m. These fun-filled programs for pre-school age children includes music, stories, songs, puppet shows, flannel boards, and activities based on children's literature. A parent or caregiver must accompany children.

**Poetry Contest and Coffee House:** The Poetry Contest was a success. There were eight Youth

entries and four Adult entries. We gave out wonderful prizes (1<sup>st</sup>: \$25 Gift Certificate and a leather-bound journal, 2<sup>nd</sup>: books on how to write better and a journal, 3<sup>rd</sup>: journal and a book bag). Each winner received a certificate. The winners were announced at the FCL Coffee House on April 26th, which was also a huge hit. Except for the coffee pots blowing fuses, it all seemed to go well. Those who came out for the affair enjoyed the evening.

### **Prepare 4 Prom:**

This program was geared toward High School girls who were planning to attend the Prom. Two representatives from Mary Kay showed the participants how to apply makeup. A Hair Stylist was also on hand to work her magic on several of those who came to the program. She gave away four gift certificates good for an "up-do" on Prom day. A variety of gifts including shampoo, conditioner, hairspray, gel and other hair accessories were given to attendees. Several ideas for future programs geared toward teens were suggested to staff for consideration.

### **Exclusively Little:**

On Saturday the 15th the library staff worked "Exclusively Little" from 8:00 a.m.-1:00 p.m. The Easter Bunny was there along with tons of other activities for kids six and under.

### UPCOMING FLORENCE PROGRAMS:

### **Intro to the Internet:**

May 20, June 17, July 15, August 19, and September 16, 9:00 a.m.: Library staff will hold a one and a half-hour workshop on the third Saturday of each month to explain the basics of the Internet, also known as the World Wide Web. This will be for those with very little or no experience on the Internet. Familiarity with keyboard and mouse applications is recommended.

### **Ease into E-Mail:**

May 20, June 17, July 15, August 19, and September 16, 10:30 a.m.: Library staff will hold a one and a half-hour workshop on the third Saturday of each month to explain the basics of accessing Hotmail, a free-of-charge server via the Internet. Registration is required. Familiarity with keyboard and mouse applications is highly recommended.

### **Mom and Me: Mother and Child Party:**

Saturday, May 13, 2:00 p.m.: In honor of Mothers Day, all kids are invited to bring their Moms to this special program. We will share crafts, stories and refreshments. Kids go home with "Mother's Day" gift in hand.

### **Amnesty Weeks:**

Sunday, May 14 through Saturday, May 27: During these two weeks it is a great time for library patrons to return overdue materials to the library. Simply come into the library and ask staff to waive overdue fines. You must return items; lost book fees will not be waived. We encourage patrons to take advantage of this opportunity to

return items to the library and to clear their fines; especially students who need to clear fines to get their report cards or those wishing to access the computer/internet.

### **Country Darning Basket:**

Thursday, May 18, 6:30 p.m.: ShaRon Leidl from the Arizona Craft and Basket Co. will demonstrate how to make a country-darning basket. Ten lucky participants will be drawn at random to receive materials to make their own basket with ShaRon during the program.

### **Secrets of Healthy Citrus:**

Tuesday, May 22, 6:30 p.m.: Rick Gibson from the University of Arizona Agriculture Cooperative Extension Services will present a program on how to properly care for citrus trees and how to diagnose common problems.

### **Festival of Flowers:**

Saturday, May 27, 2:00 p.m.: Kids 6 & up come and experience our festival of flowers: listen to stories, enjoy refreshments and decorate your own flowerpot. Each participant will receive a flower planting kit for his/her new creation.

### **Puppet Pizzazz:**

Saturday, June 3, 9:00 a.m.: As a kick off for the Summer Reading Program, the library will be presenting "Puppet Pizzazz" with large marionettes, puppeteers and ventriloquists who will sing and dance their way into our hearts.

### **Movie Time:**

Movies will be shown at the library every Monday, Tuesday, Thursday, and Friday at 2:00PM beginning June 5 and running through July 14.

### **Summer Reading Program: Read From Sea to Shining Sea!**

Tuesday, June 6 through Thursday, June 29. Summer Reading Program registration begins May 9 at the library. Please call 868-9471 or stop by the library for more information and/or to register for summer reading fun.

This year's program schedule is as follows:

0-3 year olds, Tuesdays, 9:30 a.m.

4-6 year olds, Tuesdays, 10:15 a.m.

7-12 year olds, Wednesdays, 10:00 a.m. or 2:00 p.m.

13-17 year olds, Thursdays, 10:00 a.m.

### **What's New at NAU?**

Wednesday, June 7, 6:30 p.m.: Brenda Sutton, area coordinator for Northern Arizona University, will update participants on various NAU programs being offered in this area. NAU offers a variety of classes at Central Arizona College for those who want to earn a Bachelors Degree.

### **Introduction to Home Schooling:**

Thursday, June 15, 7:00 p.m.: Tom and Colleen Lewis from American Families for Home Education will present a program for those interested in home schooling their children.

**Dad and Me: Father and child party:**

Saturday, June 17, 2:00 p.m.:

To honor Father's Day all children and their Dads are invited to come enjoy stories and make a great craft to take home.

**SRP Finale:**

Saturday, July 1

For the participants of the Summer Reading Program we are planning a very special trip to Sunsplash. So get busy and read those books so you too can qualify to attend and have oceans of fun!

**July 4th event:**

All Community Services Staff are currently involved in the planning of this annual event. Library staff members are on a variety of committees including but not limited to BBQ, Awards, Pool Games, Mud Obstacle, Irrigation Football, and Inflatable games. This event is always a great success for the Town of Florence.

**KEARNY:**

Our **Summer Reading Program** will start on June 6. Sign-up will be at our **Puppet Pizzazz** program at 7 p.m., on June 6. The actual storytime/crafts sessions will start for the 7 to 10 year olds on Thursday June 9 from 3:00 to 4:00 p.m., and Friday June 10 from 10:00 to 11:00 a.m. for the 3 to 6 year olds.

These sessions will continue each week during the month of June. Tee shirts for those who attend all the sessions will be awarded at the end of the month.

We are contacting Martin Rivera to see if he can present a program some time this summer. We will make our arrangements to suit his available times.

**ORACLE:**

We have recruited a new Children's Program Storyteller, Librarian, Summer Reading Program Coordinator, etc.! She has taken charge and we have a exciting program ready to go in June and July. We will also have a clay tile making activity with an artist so that the children can add tiles to our Tree of Life, which is displayed on the outside mural wall.

Oracle Public Library celebrated "**Earth Day**" on Saturday April 22 by being open all day with a display of books relating to the earth sciences, a docent from the Biosphere, and activities for patrons of the Library.

**SUPERIOR:**

Our 1999-2000 **Preschool Program** came to an end on May 3rd with a Promotion Ceremony held here at Superior Public Library. Only eight children participated in our program this year. Our Preschool Program

consists of a basic curriculum and lesson plans and is geared for four year olds. Library Staff and volunteers do the teaching and classroom work with the children. During the course of the school year, the children are taught color concepts, number concepts, the alphabet, recognition of letters and their sounds, shapes, learning to listen and observe quiet times, participate in group games and activities, learn musical rhythms, learn to follow directions, etc. The children make remarkable improvements by the end of the school year.

In addition to all these skills they check out books to acquaint them with using the library. This encourages them to read. Parents are encouraged to read to their children.

Plans are underway for our **Summer Reading Program**. Registration will take place May 30th - June 3rd. Our program will start on June 6th. This year as our finale we plan to take the participating children to the **Ringling Brothers and Barnum & Bailey Circus** that will be coming at the end of June to America West Arena in Phoenix. Our program will run for four weeks ending on June 30th.

## **Calendar of Events**

May 9, 10, 11 – Gates Grant Workshops, Tucson, Phoenix, & Flagstaff

May 12 – Pinal County Library Federation Meeting, Oracle  
Strategic Planning Meeting, Oracle

May 19 – AzLA Planning Forum, Tempe

May 22-26 – Paraprofessional Institute, University of Arizona, Tucson

May 23 – Back to the Beach Reader's Advisory Workshop, Phoenix

June 8 & 9 - "Planning for Results" Workshop,  
Pueblo Grande Museum, Phoenix

June 23 – County Librarians Meeting, Scottsdale

June 24-July 1, ALA Annual Conference, Chicago